Ref No.: IIMV/HR/RECT/EXEAP/2016/001 December 1, 2016

Application for the post of "Executive (Academic Programmes)"

Job Description: Executive (Academic Programmes) – PGP Office, IIM Visakhapatnam

Summary: The Indian Institute of Management Visakhapatnam (IIMV) was set up by the Ministry of HRD, Govt. of India, in 2015 as a registered society with a constituted Board of Governors. The Institute is being mentored by the Indian Institute of Management Bangalore (IIMB). With guidance and support from IIMB, IIMV has garnered immense interest from industry and academicians in a very short while.

IIMV invites applications for the position of **Executive (Academic Programmes)** for its PGP Office.

Our team is dedicated to making a difference every day in the lives of the people we serve. The heart of what we do is support and facilitating the service efficiently. The primary responsibility of the incumbent is to facilitate various activities in PGP Office. S/he needs to make all day-to-day arrangements as assigned for smooth functioning of PGP Office. We seek devoted persons who can successfully assist and provide high quality services as required for the programme delivery. To meet the above objective, the incumbent, as a team of PGP Office, is responsible for providing complete back-end support to faculty, students, staff and external stakeholders.

No. of Posts: Two (O*n Contract basis*)

Roles and Responsibilities:

- Logistic arrangement for Faculty/Visiting Faculty
- Course material/text book arrangement
- Maintenance of students' attendance
- Assist in Term Registration process
- Bills Processing/Maintenance of records, documentation, etc.
- Assist in examination activities
- Assist in paper viewing and evaluation score related tasks
- Class room management
- Assist in preparing class/exam schedule
- Interaction and support to Faculty
- Updating programme information on the Institute's internet and intranet portals
- Support the Manager in day to day operations in compliance with programme requirements
- To coordinate for organising the Conference/Events etc. for the programme
- Handling student feedback process

- Faculty cabin/stationery etc. arrangement
- Financial Aid/Scholarship processing
- Any other tasks assigned from time to time

The candidate will be assigned some of the above tasks which may be changed from time to time.

Key Skills/Abilities/Knowledge required:

- Good interpersonal skills with a solution-orientation mind-set.
- Should be self-motivated and able to work independently, with a sense of urgency regarding timely follow up and customer service orientation.
- Strong commitment to service and willingness to work in an extremely busy administrative office.
- Proficiency in MS Office, e-mail, electronic scheduling, databases, internet and ERP.
- Strong communication skills in English language– verbal and written.
- Ability to plan with detailed orientation, maintain organized & accurate written & electronic records of all relevant work in the department and the results thereof.
- Ability to prioritize work in the department, and effectively manage the same.
- Should be flexible to work as per the programme requirements.
- Should be capable to handle the queries efficiently.
- The candidate should be flexible to work beyond working hours as per the requirements of PGP Office.
- The candidate should be open minded, sincere, honest, accountable, self-motivated and a team player with positive attitude.

Education:

Candidate should be a First Class Post-Graduate/ MBA (full-time two years course from a reputed university).

Experience:

The candidate should have minimum of 3 - 4 years of post-qualification experience. Preference will be given to those who are having relevant work experience in an academic Institute or organization of repute.

Age: 25-35 years

Reporting Relationship:

Executive (Academic Programmes) will report to Manager (Academic Programmes).

Audience/ Interface:

- *Internal* – Faculty, Students, Admissions, Finance, Facilities, CDS, Administration, other departments and Stakeholders
- *External* – Parents/Guardians, Vendors, Service Providers and other Stakeholders.

Duration of Contract:

The position offered is on contract, initially for one year and is renewable subsequently based on performance and other related factors.

Compensation:

Compensation will be based on Institute norms and the applicant's qualification and experience.

How to apply:

Candidates meeting all the job requirements and desirous of being considered may apply online by visiting https://goo.gl/forms/gEXDW5kAVauiMKTH2

Closing date:

Closing date for applications is **December 15, 2016**.

Expected Joining Date:

Selected candidates should be prepared to take up the assignment on or before **March 1, 2017.**

Other Information:

- The Institute will communicate with suitable short-listed candidates only.
- The Institute reserves right to increase or decrease the number of positions or not to select any candidate without assigning any reason.

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Scan the QR code to fill the application